

COMPLETED**Los Rios Community College District****PURCHASE ORDER NO 0001120257**

Purchasing: (916)568-3071
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000034580
ELITE PARTY RENTALS LLC
2540A GRENNAN CT
RANCHO CORDOVA CA 95742

Phone: (916) 852-1225

email: elitepartyrentals@att.net

Date	Revision	Page
03/14/2022		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1035086 BUTLERK HANEYB	04ASPH43	

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	SAMSONITE FOLDING CHAIRS	1,000.00 EA	1.40	1,400.00	03/14/2022
2- 1	MAINTENANCE/INSURANCE FEE	1,400.00 EA	0.05	70.00	03/10/2022
3- 1	10% CUSTOMER DISCOUNT	1,400.00 EA	-0.10	-140.00	03/10/2022
4- 1	GAS SURCHARGE FEE	60.00 EA	0.06	3.60	03/10/2022
5- 1	SHIPPING	1.00 EA	60.00	60.00	03/10/2022

QUOTE/INVOICE_20895 DATED 03-02-22

Vendor Confirmed PO Accepted in Lieu of Deposit or Invoice Prepay

DELIVERY DATE: 05-17-2022

EVENT DATE: 05-18-2022

PICKUP DATE: 05-19-2022

CHAIR RENTAL FOR COMMENCEMENT 2022 - 05.17-19.22

SET UP LOCATION: WILL BE AT THE ENVIRONMENTAL STAIRCASE

PAID**CHECK #: 0094825099****DATE: 3/16/22****AMOUNT: 1393.60****VOUCHER#: 00620252**

Sub Total Amount	1,393.60
Sales Tax Amount	0.00
Total PO Amount	1,393.60

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4500	12	FL.VS.OFFC	64900	00000	384B	1,393.60	2022

0001035086CHAVEZA10-MAR-2022

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Los Rios Community College District

PURCHASE ORDER NO 0001120257

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LRCCDpurchase@losrios.edu

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Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000034580
ELITE PARTY RENTALS LLC
2540A GRENNAN CT
RANCHO CORDOVA CA 95742

Phone: (916) 852-1225

email: elitepartyrentals@att.net

Date	Revision	Page
03/14/2022		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1035086 BUTLERK HANEYB	04ASPH43	

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
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Verification of this purchase order can be made using the Los Rios Community College District web site listed below.
If you have any questions, please contact the Purchasing Office at email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

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MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Requisition

Supplier: ELITE PARTY RENTALS LLC 0000034580
11151 TRADE CENTER DR STE 205
RANCHO CORDOVA CA 95670
United States

Phone: (916) 852-1225 **Fax:** (916) 852-1211
email:

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001035086	03/07/2022	1	
Requisition Name:			
ELITE PARTY RENTALS			
Requester			
Kellie Butler			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: KRAVCHUA 07-MAR-2022			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	SAMSONITE FOLDING CHAIRS	1,000	EA	1.40	1,400.00
2-1	MAINTENANCE/INSURANCE FEE	1,400	EA	0.05	70.00
3-1	10% CUSTOMER DISCOUNT	1,400	EA	-0.10	-140.00
4-1	GAS SURCHARGE FEE	60	EA	0.06	3.60
5-1	SHIPPING	1	EA	60.00	60.00

1,393.60 Sub-total
108.50 Est. tax

Total Requisition Amount: 1,502.10

CHAIR RENTAL FOR COMMENCEMENT 2022 - 05.17-19.22

VENDOR HAS DIFFERENT ADDRESS

LOCATION: SET UP WILL BE AT THE ENVIRONMENTAL STAIRCASE

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4500	12	FL.VS.OFFC	64900	00000	384B	1,393.60

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: OFFC
Project Grant: 384B
Program Director:
Program Goal: Higher Education Emergency Relief Fund

Approval Signature

Approval Signature

Approval Signature



Elite Party Rentals
 2540A Grennan Crt.
 Rancho Cordova, CA 95742
 (916) 852-1225
 elitepartyrentals@att.net
 www.elitepartyrent.com

Invoice

BILL TO

Los Rios
 Folsom Lake College
 Alina
 916-608-6769

SHIP TO

Folsom Lake College,
 10 College Pkwy,
 Folsom, CA 95630

INVOICE #	DATE	TOTAL DUE			ENCLOSED
20895	03/02/2022	\$1,393.60			

SHIP DATE
 05/17/2022

EVENT DATE
 05/18/22

RETURN DATE
 05/19/22

QTY	ITEMS	RATE	AMOUNT
1,000	Samsonite Folding Chairs	1.40	1,400.00
			Subtotal: 1,400.00
1,400	Maintenance/Insurance Fee	0.05	70.00
1,400	10% Customer Discount	-0.10	-140.00
60	Gas Surcharge Fee	0.06	3.60

SUBTOTAL 1,333.60
 SHIPPING 60.00
 TOTAL 1,393.60
 BALANCE DUE **\$1,393.60**

A fifty percent (50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used. Cancellations are to be made 10 days prior.